

## Student Procedures for Applying to College

1. *Apply to your college(s)*
2. *Enter your colleges into Naviance*
3. *Request and pay for your transcript(s) from Mrs. Herebic in the Front Office*

If you are using the **Common Application** to apply to college, follow these steps:

- ✓ Register on <http://www.commonapp.org>
- ✓ Enter high school information, add at least one college, and sign the FERPA Release Authorization on commonapp.org
- ✓ Log onto Naviance...Complete the Common App account matching process on Family Connection in Naviance using the common application username (email address you used when registering on commonapp.org) and date of birth
- ✓ Indicate the type of application (ED, EA, RD etc...), if a transcript is needed, and **whether the application has been submitted under the My APP.**
- ✓ Complete your college applications.
- ✓ If needed request letters of recommendation (**after you have asked the teacher personally to write you a letter**) on Naviance.
- ✓ Request your transcript on Naviance.
- ✓ See/email Mrs. Herebic in the front office to pay for your transcript.
- ✓ See your counselor and let them know you have completed the steps above and are ready for them to complete your application in Naviance.

If you are **not using Common App** to apply for college, follow these steps:

- ✓ Apply to your college via that colleges' website
- ✓ Once you have applied to the college, log into Naviance and click on the **colleges** tab
- ✓ Click on the **colleges I'm applying to** link
- ✓ Click **Add to this list**
- ✓ Click **Lookup**
- ✓ Find the college you are applying to and click the link with the college name
- ✓ The college is added to the **College** column. The student should continue adding colleges until they are all added
- ✓ Indicate the type of application (ED, EA, RD etc...), if a transcript is needed, and **whether the application has been submitted under the My APP.**
- ✓ Click **Add Colleges** at the bottom of the page.
- ✓ If needed request letters of recommendation (**after you have asked the teacher personally to write you a letter**) on Naviance.
- ✓ Request your transcript in Naviance
- ✓ See/email Mrs. Herebic in the front office to pay for your transcript.
- ✓ See your counselor and let them know you have completed the steps above and are ready for them to complete your application in Naviance.

## Requesting Official Transcripts

1. Click the **Request Transcript** link after adding the college to the **colleges I'm applying to** list.
2. Once you have requested your transcripts you must go see (in Front Office), call (719-867-8602) or email Mrs. Herebic ([AHerebic@lewispalmer.org](mailto:AHerebic@lewispalmer.org)) in the front office to pay \$5.00 per transcript so she can send your transcript to your colleges.

## Requesting Letters of Recommendation

1. **Ask the teacher in person if they will write you a letter of recommendation AT LEAST 2 WEEKS PRIOR TO THE DEADLINE.**
2. If they say yes, then log onto Naviance.
3. From the **colleges I'm applying to** list, go to the **teacher recommendations** section.
4. Click the Add/ Cancel Requests link.
5. Choose a teacher from the drop down menu.
6. Enter a personal note- "Thank you for taking the time to write me a letter" etc...
7. Repeat steps 5 and 6 for up to four teachers if needed.
8. Click the **Update Request** button to complete the request.

## Other Documents if needed

1. Early Decision I and II Agreement – Request this only if applicable
2. Common Application Fee Waiver – Request this only if applicable
3. Mid-Year Report – Request this only if applicable
3. NCAA – You can choose NCAA from list of colleges and request a transcript to be sent to NCAA.

## SEE YOUR COUNSELOR IF YOU HAVE ANY QUESTIONS!

Last Names A–D: Mrs. Kinney [TKinney@lewispalmer.org](mailto:TKinney@lewispalmer.org)

Last Names E-K: Mrs. Blackmon [RBlackmon@lewispalmer.org](mailto:RBlackmon@lewispalmer.org)

Last Names L-Rh: Mr. Schimek [TSchimek@lewispalmer.org](mailto:TSchimek@lewispalmer.org)

Last Names: Ri-Z: Mrs. Dawson [ADawson@lewispalmer.org](mailto:ADawson@lewispalmer.org)

If you can't log onto Naviance, email Mrs. Herebic and she'll reset your password  
([AHerebic@lewispalmer.org](mailto:AHerebic@lewispalmer.org))